

ST EUPHEMIA COLLEGE



Parents and Caregivers

CODE OF CONDUCT

2021

About this Code of Conduct

The human person is created according to God's image and likeness (Gen 1:27) and consequently, inherently possesses value and worth. The provision of a safe and caring environment which encourages lifelong learning demonstrates how St Euphemia College acknowledges the dignity of all people.

In order to promote mutual respect and to ensure positive interactions and cooperation between all stakeholders – parents/caregivers, students and staff, this Code of Conduct clearly defines the school community's expectations for all parents, caregivers and visitors to the school.

St Euphemia College recognises that parents and caregivers desire what they feel is best for their children. Parents and caregivers must also recognise that the school strives for the same outcome for all students. The school community (parish, staff and students) expects that parents recognise that the school must balance the interests of all the school's stakeholders.

This Code of Conduct is to be read together with the school's other policies and procedures and will be varied from time to time by the school.

School Values

St Euphemia College was founded under the auspices of the Greek Orthodox Archdiocese of Australia and as such, adheres to Christian Orthodox values.

Our motto is: BECOME PERFECT - ΤΕΛΕΙΟΙ ΓΙΝΕΣΘΕ

ΤΕΛΕΙΟΙ ΓΙΝΕΣΘΕ is the Greek for Jesus' words, "Become perfect" from the Gospel of Matthew. It is both an invitation and a challenge to continually "*Strive for Excellence*".

Our Mission

That within a dynamic Orthodox Christian framework, a student may strive to achieve academic excellence, a love for learning, social responsibility, spiritual growth and respect for a healthy mind and body.

Parents and caregivers as role models

The school community expects that parents and caregivers actively promote and support the Christian Orthodox values and educational ethos of the School by modelling respectful behaviours for their children to learn from. Parents and caregivers ought to work with the school with regards to their children's developmental, academic, spiritual, social and emotional progress.

The school's expectations of parents and caregivers as role models for their children include, but are not limited to:

1. Respect for all members of the school community
2. Recognition of the professionalism and training of all school staff
3. Compliance with school policies, procedures and directions, and ensure their children do the same
4. Appreciation of the comprehensive nature of St Euphemia College as catering to all students, regardless of cultural or religious background, socio-economic status or learning needs
5. Communicate honestly and in a timely manner with regards to requests for information

6. Inform the school about a child's behavioural and/or educational needs by providing updated medical information
7. Inform the school about changes to parenting arrangements. The provision of Court Orders is necessary if they are in place. The school will not mediate between parties
8. Encourage their children to actively participate in their learning
9. Encourage their children to participate in the extra-curricular sporting and cultural activities organised by the school
10. Appreciate and respond to concerns raised by the school about their child's progress and cooperate in restorative processes.

Behaving respectfully towards all members of the school community

A condition of enrolment into St Euphemia College is that students, and by extension their parents and caregivers, behave in a respectful way.

The following behaviours, whether in person, written communication or via social media, will not be tolerated and may affect a child's continued enrolment at St Euphemia College.

1. Bullying, intimidation, discrimination, sexual harassment, victimisation and child abuse
2. Actual or threatened aggression or violence
3. Disclosure of confidential information
4. Defamatory or disrespectful comments including the circulation of rumours
5. Communicating inappropriately with children or adults.

Attending school events

The school expects parents and caregivers to behave respectfully and comply with all OHS and risk-management policies and procedures when attending any school event.

At any school event, parents and caregivers must be dressed appropriately.

Parents and caregivers who are intoxicated, or under the influence of any substances, will be refused entry and reported to the relevant authorities in order to ensure the safety of their, and other children.

School events include, but are not limited to:

1. Attending the school or church
2. Meetings with staff
3. Parent forums, Open Days and Assemblies
4. Attending the uniform shop
5. Attending excursions or carnivals.

When attending the school for any other business, parents and caregivers must enter through the Administration Office accessed via Stacey Street.

Parents and caregivers are not to enter school grounds unless invited by a staff member.

Parents who wish to speak with the Principal, Deputy or any other teacher, must make an appointment to do so and clearly state the purpose of any such meeting.

Parents and caregivers are not to engage in any way with children other than their own. When attending school events off campus (eg. sporting events, swimming and athletics carnivals), parents and caregivers are expected to demonstrate respectful behaviours.

This includes, but is not limited to:

1. Demonstrating good sporting conduct and fair play
2. Celebrating all students' achievements
3. Complying with applicable occupational health and safety and risk-management procedures
4. Complying with any reasonable directions given by school (or centre) staff.

Use of technology and social media

Respectful behaviour is expected of parents and caregivers in any public forum, including the use of social media and in group forums which relate to school business. Parents and caregivers should:

1. Respect a staff member's professional and personal boundaries, by not using online platforms to raise school matters (or otherwise engage in disrespectful behaviour). Parents and caregivers have access to school contact details and are encouraged to communicate professionally through this medium.
2. Understand the legal implications concerning recording (visual or audio) people (staff and/or students) without their prior knowledge and consent and publishing any such recordings. This is especially important with regards to children whose parents must provide written consent.
3. Abstain from sharing confidential information, or information which may bring the name of the school into disrepute. This includes the publishing of any image or recording which shows a student/students in school uniform, or otherwise, behaving inappropriately.
4. Not establish, or participate in, any online platforms in the name of the school, or any that purport to be endorsed by, or operate, in the name of the school.

Drop off/pick up

St Euphemia College is situated in the heart of Bankstown CBD. Access to the school via personal transportation is difficult as the school access points are on an arterial road and in a heavily populated and congested residential street.

Parents and caregivers are expected to obey all traffic rules, thus ensuring the safety of all members of the school community.

When using the 'Kiss and Drop' lane, parents and caregivers are expected to behave responsibly in order to ensure a safe flow of traffic.

Grievances Procedures

St Euphemia College is committed to the education and wellbeing of each student. Genuine grievances ought to be raised in a constructive manner. The St Euphemia College Grievances and Complaints Policy outlines how concerns ought to be raised with the school.

Communication

Effective communication is a critical component of any undertaking. It is imperative that the right procedures are followed in order to ensure appropriate outcomes.

The first contact for any concern is a child's classroom teacher. It is best that this is done either in person, or via telephone. If a matter cannot be resolved at this level, the Stage Coordinator/Faculty Coordinator/Year Coordinator will be invited to mediate. Should there still be no resolution, the Primary Deputy Principal or High School Welfare Coordinator will provide the resolution.

Parents with concerns and grievances should consult the St Euphemia College Grievances and Complaints Policy. However, in general:

1. The school takes all matters raised very seriously and ensures procedural fairness when dealing with every individual case. After an incident occurs, students are required to complete an incident report. Students may either be directly involved in the incident or they may be a witness to the incident. Incident reports are then collected and the interview process is carried out
2. Parents and caregivers are not part of the investigation process, unless they are witnesses. The school does not endorse parents and caregivers becoming involved in the investigation process. Parents and caregivers should not communicate with other students about an issue concerning their own child and must not attempt to discipline a student who is not their child. Parents and caregivers have no right to raise their voice or be aggressive or hostile when communicating (verbally or non-verbally) with another family's child
3. Parents and caregivers should respect that the School employs experienced educators and other professionals who are well-trained in making academic, disciplinary, extracurricular, pastoral and wellbeing decisions every day. Understand that while the school will always take into account the interests of the particular parent or caregiver's child, the school must ultimately make decisions that take into account the interests of all students (and others who may be affected by the school's decisions)
4. Parents should recognise that the school treats every incident confidentially. The school will not share information about other children to parents and caregivers. This does not mean that an issue is not considered serious. Discussions relating to what disciplinary measures the school has put into place regarding a particular incident will not be discussed with other parents
5. Parents and caregivers may not be satisfied with a particular outcome. This does not mean that the school's investigation is biased or flawed. If there is scope for an internal review based on school policy, parents and caregivers may request a review overseen by the Principal's delegate
6. Parents and caregivers may appeal to an external agency, court or tribunal if the aforementioned process has been followed and is found to be flawed
7. Parents and caregivers who act in a belligerent way during any such process, or who choose to publicly air their grievances about the school (staff or students) in any public forum, will be considered in breach of this code and will jeopardise the continued enrolment of their children in the school.

Consequences for breach of this Code of Conduct

The Board of Directors will have absolute discretion for deciding how to best respond to concerns about compliance with this Code of Conduct.

Where the Principal considers that a parent or caregiver has breached this Code of Conduct, the Principal may implement one or more of the following consequences (and not necessarily in any particular order):

1. A request that the relevant conduct immediately cease
2. A written warning
3. A Parent or caregiver (or another relevant person) being banned from the School grounds or school activities, either for a particular period of time or indefinitely
4. A requirement that a parent or caregiver (or another relevant person) only communicate with a nominated school representative
5. Termination of the enrolment of the parent or caregiver's child.

Staff and volunteers are empowered to take steps to protect their own health and wellbeing. If they feel that a parent or caregiver is being inappropriate, they are encouraged to indicate this and ask that it stop. If it does not, or if a staff member feels that a parent or caregiver's actions are posing a risk to their or someone else's health and wellbeing, they are empowered to remove themselves from the situation. This may include by immediately concluding a meeting or phone call, or by demanding that a parent or caregiver immediately leave the school grounds (activity or event).